



STATE OF RHODE ISLAND

Department of Behavioral Healthcare, Developmental Disabilities and Hospitals
DIVISION OF DEVELOPMENTAL DISABILITIES
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December 8, 2025

To: DD Participants who self-direct staff

From: Jackie Camilloni, Coordinator, Community Planning & Development

Memo: RI Rhode Island Home and Community Based Services (HCBS) Provider and Direct Support Professional (DSP) Training

What this is about

All Direct Support Professionals (DSPs) must complete the Rhode Island HCBS Provider and DSP Training every year. The Centers for Medicare and Medicaid Services (CMS) requires proof that all DSPs have finished this training.

Deadline

Staff must complete the training by **December 31, 2025**.

How to complete the training

- Each staff member needs to create an account on TRAIN, the online learning system hosted by the Rhode Island Department of Health.
- The training covers:
 - People's rights
 - Person-centered services
 - Conflict-Free Case Management (CFCM)
 - Reporting serious events or emergencies
 - The "No Wrong Door" (NWD) policy, which helps people get the services they need

Webinars for support

The Division of Developmental Disabilities and RI Self Direct Coalition will host webinars to explain the training and show how to set up a TRAIN account.

You can attend any of the sessions using the same Zoom link. You may join more than one if you wish.

Session Dates & Times

- Monday, December 15 — 4:00 PM to 5:00 PM
- Thursday, December 18 — 1:00 PM to 2:00 PM

Zoom Link to join the webinar, type this link into your web browser:

<https://us06web.zoom.us/j/83923469616?pwd=0337Y7CuLqxaA29eDaeydvh22BRV5R.1>

Next steps for providers

- Tell your staff this training is mandatory and must be finished by 12/31/25.
- Encourage staff to attend one of the webinars.
- Review and complete the HCBS Training Attestation Form - 2025.
- Send the completed form to: BHDDH.AskDD@bhddh.ri.gov

Need help?

For questions or help registering for a webinar, contact RI Self Direct Coalition:

- Email: Sheila@RISDC.org
- Phone: 401-710-5456

Rhode Island TRAIN: Easy Account Setup & HCBS Training Guide

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Step 1: Create Your Account

- Go to: Rhode Island TRAIN Portal
[Home - TRAIN Rhode Island - an affiliate of the TRAIN Learning Network powered by the Public Health Foundation](#)
- On the left side of the homepage, click Create Account.
- Fill in the required fields.
 - Login Name: Make it professional and based on your name.
 - Example: John Doe → DoeJ
 - If there's another person with the same name, add more letters (James Doe → DoeJa).
- Click **Create Account** to finish.

Step 2: Complete Your Profile:

- Click your name in the top right corner, then select Your Profile.
- On the left side, you'll see sections.
 - Red exclamation marks = required info (must be completed before you can take courses).

Fill out these sections:

- **Manage Groups:**
 - Make sure your group is Rhode Island.
 - If not, search for "Rhode Island" and join.
 - Most users only need this group.
 - If you need a specific group, click the blue pencil icon to edit or enter a group code.
 - Problems? Email the RI TRAIN Administrator: Rachael.Sardinha@health.ri.gov
- **Account**
 - Select **Yes** to allow email notifications.
- **Contact**

- Use your telephone number
- **Address**
 - Use your address
- **Organization**
 - Self-Direction
- **Professional License Number**
 - Enter it if you're licensed. Otherwise, leave blank.
- **Professional Role**
 - Choose up to 3 roles that describe your job.
- **Work Settings**
 - Private Industry except Healthcare
- **Demographic Information**
 - Optional, but helpful for reporting.
- **FEMA Student ID Number**
 - Enter if you have one. Otherwise, leave blank.
- **Professional Organization ID Number**
 - Enter if you have one. Otherwise, leave blank.
- **Step 3: Access HCBS Training**
 - Once your account is set up, go to: HCBS Training Course
 - Click Register.
 - Enter the registration code: HCBS2025 (case sensitive).
 - The training will open in a new tab.
 - Complete all slides to earn your certificate.

Home and Community Based Services (HCBS) Training Attestation Form – 2025

This form shows that you finished the required training. The training is for HCBS Providers and Direct Support Professionals (DSPs) in Rhode Island.

Why this training matters

- The training is required every year.
- It is part of the rules from Medicaid and the Centers for Medicare and Medicaid Services (CMS).
- Rhode Island must report that all DSPs and HCBS providers complete this training.

What the training teaches

- Your rights as an HCBS participant.
- Person-centered services (putting the person first).
- Conflict-free case management (CFCM).
- How to handle critical incidents.
- The “No Wrong Door” approach for long-term supports and services (LTSS).
- How bias can affect person-centered planning.

What DSPs need to do

1. Create a TRAIN account.
 - Instructions are available in English, Spanish, and Portuguese.
2. Finish the training before December 31, 2025.
3. Send the completed form to: BHDDH.AskDD@bhddh.ri.gov

Attestation Statement

Confirm that all DSPs have completed the HCBS and DSP training. I understand this training is required every year for any DSP who works with me.

Employer’s Name (Person who self-directs their services): _____

Employer’s Signature: _____

Date: _____